Criteria for Promotion and Tenure
The Department of Dance
Florida State University
Ratified 2005

The Department of Dance promotion and tenure criteria will be reviewed by the departmental promotion and tenure committee annually.

I. The Department of Dance shall follow those provisions and criteria delineated by the Board of Governors, the University and the BOR-UFF agreement. A compilation of these policies is found in chapters 9 and 10 in the Fall 1991 Faculty Handbook.

II. The Department of Dance shall follow the University Criteria for promotion and tenure, as stated in section 10.4.2, which reads as follows:

10.4.2 University Criteria for Promotion and Tenure.

(a) When first employed, each faculty member shall be apprised of what is expected of him or her, generally, in terms of teaching, research and other creative activities and service, and specifically if there are specific requirements and/or other duties involved. If and when these expectations change during the period of service of a faculty member, that faculty member shall be apprised of the change.

(b) Promotion

1. Promotion to the rank of assistant professor shall be based on recognition of demonstrated competency in teaching, service, and promise of scholarly development. *Promotion shall be considered automatic upon completion of the doctorate, but full documentation for promotion of faculty member receiving doctorate shall be submitted with other promotion nominations.*

(*Note: This procedure does not seem to apply to all Department of Dance tenure-track appointments. Check this section in the forthcoming revised faculty handbook.)

2. Promotion to rank of associate professor shall be based on recognition of demonstrated effectiveness in teaching, service, definite scholarly or creative accomplishments, and recognized standing in the discipline and profession.

3. Promotion to the rank of professor shall be based on recognition of superior teaching, service, scholarly or creative accomplishments of high quality and recognized standing in the discipline and profession as attested to by three letters from competent scholars outside the University.

4. Although the period of time in a given rank is normally five years, demonstrated merit, not years of service, shall be the guiding factor. Promotion shall not be automatic, nor may it be regarded as guaranteed upon
completion of a given term of service. Early promotion is possible where there is sufficient justification.

(c) Tenure
The criteria for awarding tenure shall be the same as those for promotion to the rank to which the candidate is being considered for promotion or the rank held by the candidate if the candidate is not being considered for promotion.

(*Note: This will need to be updated when the new Faculty Handbook comes out next year, if there are changes.)

III. This document provides an overview of the standards and other considerations for promotion and tenure in the Department of Dance. The Department of Dance faculty engages in scholarly and creative work; both are equally valued in promotion and tenure considerations. This document includes suggestions for how all activities might be factored into tenure and promotion considerations.

The following is a list of sample activities in the areas of teaching, service and creative/scholarly activity that the Department of Dance deems appropriate for promotion to the ranks of assistant professor, associate professor, and professor, and to the awarding of tenure. These examples are not meant to be an exhaustive, nor a requisite, list but to serve as guiding principles. The relative ranking of the various activities will be unique to each faculty member’s specific domain of expertise. The chairperson’s letter and the candidate’s statements will explain the relative standing of the accomplishments for each candidate.

The Dance faculty has three caveats for this document:

a) The criteria we list below for promotion and tenure is based on the assumption that teaching and service assignments are at a level that supports faculty participation in research and creative activity at a level reflective of a Research I institution. The relative importance of teaching, service, and creative/scholarly activity will be considered in relationship to the percentage of effort assigned to each category in the candidate’s annual assignment of responsibilities.

b) It is assumed that the Department of Dance Promotion and Tenure Committee will be comprised of members who can collectively reflect the diverse perspectives of the departmental faculty as a whole.

c) Training dance professionals requires the integrated effort of a team of dance professionals. The Dance faculty, perhaps more than other university faculties, expects to work collectively to serve our departmental mission, students, and field. An individual faculty member’s contribution to this collective effort will be reflected in our committee’s evaluation of the professional record.
Scholarly and Creative Activity
As a Research I institution, Florida State University and its Department of Dance expects its faculty members to be among the best of their peers. In evaluating each candidate for promotion and/or tenure, the Department of Dance shall consider the quality and quantity of the work, including its significance to the candidate's domain of expertise. The percentage of scholarly and creative research will vary according to a candidate’s particular area(s) of expertise and to their written job description and assignment of responsibilities. Scholarly and creative work are equally valued in promotion and tenure considerations.

The Department of Dance defines research broadly, reflecting the unique and comprehensive nature of the discipline. Consequently, our department embraces a multifaceted view of research that includes creative activity as well as more traditional methods of investigation. Scholarly and creative work is made public (published) in many forms, including performance, print, electronic media, and presentations.

Examples of research and creative activity for the purposes of tenure and promotion follow. The relative importance of the activities varies by domain of expertise and will be addressed, along with the quality of the work, in the chairperson’s letter.

Evidence of work in progress, for example manuscript copies and readers’ reports, may be submitted with other materials during the promotion and tenure review process; however, the evaluation will focus primarily on works published or accepted for publication.

Category 1: Creative Activity
A candidate whose efforts include creative activity should present accomplishments of high quality comparable to those expected of scholarly research. Creative activity should indicate that the candidate has achieved significant recognition within the respective field/genre. Creative activity includes, but is not limited to, choreography, directing, performance, dramaturgy, production, design, reconstruction.

Examples of creative activity for the purposes of tenure and promotion follows:
- Commissions/invitations to create or set work in respected venues.
- Live performances.
- Performance Documentation.
- Reconstructions and stagings of masterworks, historical recreations.
- Participation on conference panels and symposia.
- Invited speeches or work in area of creative expertise.
- Significant creative activity in the international, national, regional, or local community.
- Artistic direction of masterworks or commissioned choreography.
- Curating concert series, dance festivals, and organizing conferences.

Category 2: Publications
• Scholarly book-length publications such as critical studies or major critical editions (for example, a collection of original translations or works). Editions are considered “major” when they include a substantial introduction, annotation and critical apparatus.
• Major collections (for example, anthologies of scholarly or creative works) or scholarly journals edited by candidate. Editions are considered “major” when they include a substantial introduction, annotation and critical apparatus.
• Articles in refereed or highly selective outlets: journals.
• Edited books, juried electronic sources, or conference proceedings.
• Subsequent editions of scholarly books.
• Guest editing a special issue of a major scholarly journal.
• Entries in encyclopedia; book reviews; and interviews of major figures published in professional journals.
• Appointment to editorial board of major scholarly journal or referee for a major press.
• Media documentaries or creative works.
• Reviews, citations of scholarly work, adjudicated peer review.
• Newspaper and magazine articles, and professional newsletters.

Category 3: Presentations

• Invited research lectures or creative presentations at national or international venues.
• Creative residencies, workshops, and lecture demonstrations.
• Peer reviewed research presentations or workshops at well-regarded conferences.
• Participation in conference roundtable discussions or panel respondent.

Category 4: Awards, Grants, and Recognitions

• Receipt of a major national or international grant or fellowship.
• Visiting research appointment at other universities; professional award for scholarship.
• Published reviews, citations and adjudicated peer reviews of the candidate’s work.
• University grants, fellowships, and awards for scholarship.
• Prizes and/or awards.

Assessment
Criteria to be used to assess scholarship and creative activity are as follows:

• The originality and quality of scholarly products, as indicated by such criteria as publication in journals employing referees, or working with publishers who submit manuscripts for editorial review, etc.
• The originality and quality of creative activity as indicated by venue, selection process, commission, independent peer reviews, and/or documented critical reception.

Teaching
The Department of Dance expects candidates to provide evidence of high quality instruction and to contribute substantially to its teaching mission. In evaluating the quality of each candidate's teaching, the Department will consider the candidate's teaching portfolio on the basis of the following:

• Effective collaboration in the department’s efforts to train dance professionals.
• Peer evaluations based on classroom observations by the chair and other faculty assigned such duties.
• Teaching experience, including the candidate’s philosophy of teaching and an assessment of effectiveness, and a complete chronology of courses taught.
• Course materials.
• Participation on honors, MA, PhD and/or MFA committees, especially as directing or major professor.
• Mentorship of MFA thesis concerts and BFA secondary emphases.
• Student evaluations, such as the SUSSAI and/or SPOT.
• Extra or special teaching responsibilities, such as Supervised Research, Directed Individualized Study (DIS), Honors, or Gordon Rule; overseeing internships and apprenticeships.
• Award of, or nomination for, teaching and/or advising recognition.
• Development of new courses and/or materials.
• Receipt of grants for developing new courses, materials or curricula.
• Participation in professional development workshops, conferences, and seminars.
• Unsolicited letters from students and peers.
• Pre-professional development activities for students such as workshops, mock interviews, etc.
• Advising responsibilities.

Service
Service to the university, the community, and the profession is an expectation of all faculty members to a greater or lesser degree, depending upon assigned responsibilities. Service may include administrative duties, committee memberships, recruitment, coordinating performances, serving as officers in professional organizations, organizing conferences, coordinating residencies, and/or providing lectures, performances and instruction to internal or external groups. Criteria include: participation in departmental functions and events, a professional attitude toward carrying one’s share of the service responsibility, and responsiveness to public and administrative inquiries.

Promotion to Full Professor
In general, the procedures to be followed for promotion to full Professor are the same as those specified above for consideration for the award of tenure and promotion to associate. However, the indicators of excellence (see Scholarly and Creative Activity)
shall be substantially developed and recognized at a national or international level. In addition, the candidate must demonstrate outstanding teaching and sustained participation in professional life, including a record of significant involvement in regional and national organizations and in departmental, college, and university committees.